

Riverview Psychiatric Center
Executive Leadership
Date: January 25, 2004

Committee Members Present:

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| √ David Proffitt, Superintendent
√ William Nelson, Medical Director
√ Arlene Emery-Kaufman, Director of Nursing
√ Bob Patnaude, Safety Officer
√ Barbara Sylvester-Pellett, Risk Management & CPI
√ Teresa Mayo, Director of Psychology | √ Brian Daskivich, Deputy Superintendent of Programs
√ Terry O'Neal, Admission Coordinator
√ Lauret Crommett, Director, Education
√ Lucia Nadeau, Personnel Officer
√ Leon Beaulieu, Business Manager
√ Jamie Morrill, Deputy Superintendent of Administration/Financial Services |
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Guests:

Minute Recorder: Charlotte Lalime

Next Meeting: February 8, 2006

Minutes Approved:

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Review of Minutes	Review of January 11, 2006 minutes.	Minutes approved as written.	C. Lalime
Superintendent's Report			
Initiatives	David reports that he had asked the PSDs and Physicians to meet and develop initiatives for the reduction of seclusion. He adds that our seclusion events are higher than the norm. To date, he states that he has not received these initiatives. Closer supervision of these events needs to happen. David questions what they are assessing for in order to release. Jamie added that at Dorethea Dix an RN review was completed every 30 minutes. David would like to see some type of award or celebration for units able to address this issue.	Charlotte to follow-up with Brian for development of initiatives to implement to reduce sec/restraint.	C. Lalime
	Another initiative will enhance our lines of supervision in nursing program.	Develop a plan at next weeks	D. Proffitt

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	<p>David reminds all of the Respect Seminar scheduled for February 7,8,9 designed to train psychiatric professionals, family members and Peers in the fundamentals of caring for persons with psychiatric challenges. All staff is encouraged to attend. It will be held in the Sebago Conference Room.</p> <p>David has sent a letter to Dan Wathen asking that the hospital be allowed to self-guide regarding the smoking issue. Lauret adds that staff has come to her wanting to join the smoking cessation group.</p> <p>David stated that he has seen staff on units that are definitely not adhering to the hospital dress code. Dave questioned weather it was</p>	<p>Manager's Meeting on how we will be addressing.</p> <p>Lauret will check to see if the press release has been posted to our web site. Lauret will also assure that staffing issues are addressed so that those who wish to attend are able to do so.</p> <p>Lauret will contact Joanne Joy of Tobacco Free Maine for assistance with this effort. Dr. Mayo and the Clinical Leaders will review how privileges are currently used.</p> <p>The PSDs and NODs need to address dress</p>	<p>L. Crommett</p> <p>L. Crommett T. Mayo</p> <p>PSDs NODs</p>

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	time to revert back to the Department's dress code.	code on units.	
CPI	The Quarterly Report has been reviewed by David and Lauret adds that she is making the necessary corrections. Lauret and BJ are working together to assure a smooth transition.	Informational	
Education	<p>Rick Forbess will be joining us next week for an educational opportunity in psychiatric recovery. This training is open to all staff. Brian states that he would like the entire treatment team on Upper Kennebec to attend. David adds that this is a powerful training and feels it is essential that MHWs make every effort to attend. Lauret adds that multiple education opportunities will be happening next week which leaves conference rooms at a premium.</p> <p>Angie is currently working on scheduling workshops and doing a good job. A workshop on schizophrenia is being held today and will be repeated in March.</p> <p>A new group of nursing students from UMA is with us. CMMC also has students here.</p> <p>Lauret announces the Pyxis training, regarding medication options, is here today and again on February 9th.</p>	<p>Brian will notify the PSDs of his expectation. Lauret will notify Jamie of these educational opportunities so that he can send notices to the Department.</p> <p>Informational</p> <p>Informational</p> <p>Informational</p>	L. Crommett J. Morrill
Environment of Care and Safety	Bob reports that education on the blanket drag has been completed and this method will be used until we receive the chairs. Pat Cote is familiar with this chair and will sit down with Bob when they arrive. Training will be documented on signed sheets as training is	Competencies and lesson plan will be developed before the chairs arrive.	B. Patnaude P. Cote

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	<p>completed. An analysis of those still in need of training will also be completed. Each upper unit will have chair. Dave asks when Safety Fire Plan will be updated to reflect this plan. Bob stated that the plan will be updated not only with the changes to reflect the addition of the evacuation chair, but will include any necessary changes as part of the annual review.</p> <p>Bob distributed Delta Code One calling tree and asked that we place our available numbers in order from 1 to 3 as to how we wish to be called in case of an emergency. Reminder that when called, a callback should be placed to Operations.</p> <p>The construction on the courtyard is currently being done piecemeal. The structure will need to be attached to building and this was not included in the original specifications.</p> <p>Dave states a concern of huge amounts of snow coming off roof outside of P. Cote's office.</p> <p>Bob adds that the facades on these canopies are shaped like triangle and clients have asked to have a clock placed in that space. Bob adds that it is possible to wire in to our clock system. Dave says that this good idea as long as the clocks can be synchronized.</p>	<p>Conduct fire drill to monitor our performance.</p> <p>Backup training will continue (blanket drag), in case chair not available.</p> <p>BJ to be added to call list.</p> <p>Bob will get together with Rick and Joe and get update from the contractor</p> <p>Bob will pass this on to Rick.</p> <p>Dave supports this suggestion as long as clocks can be synchronized.</p>	<p>B. Patnaude</p> <p>B. Patnaude</p> <p>B. Patnaude</p> <p>R. Levesque</p> <p>B. Patnaude</p> <p>R. Levesque</p>

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Nursing Director's Report	<p>Arlene reports that Pearl has taken on the Monster.com searches. Packets will be mailed out Friday to nursing school students in hopes of attracting some of these students for employment at RPC after graduation.</p> <p>Contract RNs will remain at 8 for the next 13 weeks. Four nurses have been hired.</p> <p>Helen Bailey has not returned the Advance Directive policy with her feedback.</p>	<p>Informational</p> <p>Informational</p> <p>Advance Directive Policy will be sent to the Policy Committee without Helen's feedback.</p>	A. Emery-Kaufman
Human Resources	<p>Lucia reports 3 investigations ongoing at this time. The 2 IT positions submitted have been approved and we are currently interviewing for these positions. There are 2 MHW vacancies. With the February hiring, we will be at 6 RN vacancies.</p> <p>There have been no major injuries in the past 2 weeks.</p>	Informational	
Medical Director's Update	Employee Health has been reconfigured, and will now be part of the Capitol Community Clinic. One issue is verification of required vaccinations/immunizations for new employees. These are not always being done prior to the employee starting on the units. This is a JCAHO requirement and needs to be addressed, possibly by asking for immunization records to be part of the pre-employment screening done by Occupational Health Associates.	We need an assessment of what our standards to JCAHO are now and how we monitor.	Dr. Nelson
Grievances	Holly reports scattered grievances. Holly reports some complaints about patient treatment by staff from one client. There have been no grievances from Lower Saco for the past month. A couple of	Informational	

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	<p>grievances going in process at this time that Holly feels are more of a supervision issue. Staff language towards clients being complained via grievances. David questions these being handled by grievances rather than by unit supervision.</p> <p>Holly mentions that another issue is that of staff discussing personal issues within earshot of our clients. No grievances have been filed around this issue, but it continues to be ongoing. Dave states that this is a serious violation and training is needed to educate staff around setting some standards.</p> <p>David supports a behavioral analysis on clients, stating it is of great therapeutic value, but when used in a manner that is superficial, turns into a mockery and lowers confidence. He reminds all to not lose sight of the remarkable progress we have made.</p>	<p>Holly to talk to PSDs and if not resolved through this venue follow-up with Brian.</p>	H. Dixon
Budget Update	<p>The Personal Services surplus is \$410,135.34 for the 1/18/06 pay period. This raises the year to date surplus up to \$410,135.34 for 15 pay periods. The overtime as of 1/18/06 is \$20,801.43 bringing the year to date overtime up to \$424,731.41 this trend brings the projected overtime to \$736,201.11 for the year. The general operating expenses as of 1/25/06 is \$5,723,019.00</p> <p>The revenue has increased from the prior week by \$60,094.09. This brings the revenue total for the Fiscal Year up to \$638,363.56.</p>	Informational	

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Psychology	Teresa states that the Clinical Leaders are reviewing the levels policy. She adds that a dual diagnosis contract has not been found.	Informational	T. Mayo
	No new business.		
Meeting adjourned at 11:45			